

## EM A2 SIGMA APPLICATION DOs AND DON'Ts

### DO

- **Make sure that you are an eligible candidate.**
- **Read all the information on the application process on the project website, including: application step by step, information on the partner universities, academic offers, required documents, selection criteria, frequently asked questions.**
- **Select programme(s) that can be recognized by your home university. If needed, consult your professors.**
- **Make sure that you fulfill the requirements of the receiving university, including language requirements. This information is available in each offer. Read it carefully.**
- **If you have any specific questions, consult SIGMA Team or SIGMA Contact Person at the university you are planning to apply to. List of contacts is on SIGMA website.**
- **Prepare Learning Agreement/ Work Plan that can be transferred and recognized by your home university. It may be a good idea to consult your professors or supervisors.**
- **Make sure that you write an original, convincing motivation statement. If needed, consult the Career Centre.**
- **Create an account and get acquainted with the online application form. You can come back to it with your personalized link. Give yourself plenty of time to complete the application form and to prepare the required documents.**
- **Make sure that your application is complete, with all the required documents.**
- **After submitting the application, make sure that you have received a confirming e-mail.**
- **Apply within the deadline!**

### DON'T

- **Don't wait until the last moment! You may need a lot of time to prepare the required documents and you may need to consult your professors or supervisors. Many applicants tend to submit their applications on the last days and the system may be overburdened.**
- **Don't use the same motivation letter for different scholarship opportunities. The letter should be directed to the particular university and it should concern the very programme you are applying for.**
- **Don't forget that the application is seen as a whole and apart from the grades, the evaluators take into consideration other achievements, motivation, matching of the Learning Agreement/ Work Plan, etc.**